

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

April 28, 2011

PRESENT: Libbie Miller, Judy Parrish, Pat Hickey, Barbara Robinson, Donajane Brash, Pat Finder-Stone, Tom Diedrick, Lisa Van Donsel, Marvin Rucker, Carole Andrews

EXCUSED: Grace Aanonsen, Keith Pamperin, Steve Daniels, Bill Clancy

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, Devon Christianson, Kinsey Black, Laurie Ropson, Tina Whetung, Jane Smith

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:34 a.m.

INTRODUCTIONS: Introductions were made by Board Members and those present.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Ms. Van Donsel to adopt the April 28, 2011 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 24, 2011:

Ms. Finderstone noted one correction on page 3. Under *Legislative Update*, line 5 should read *General Fund*, not *General Fun*.

Ms. Miller moved and Ms. Brasch seconded to approve the minutes of the regular meeting of February 24, 2011 with the above mentioned correction. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: There were no comments.

FINANCIAL REPORT:

A. APPROVAL OF THE PRELIMINARY MARCH 2011 FINANCE REPORT: Ms. Archambault reported that expenses are on target. She noted that we are under spent in Salary Expense and Fringe Benefits due to hiring 2 I&A Staff in May instead of January; and also, due to the three paydays which occur twice a year.

Under revenues Ms. Archambault noted that we will be receiving all of the dollars we have coming from the grants and we will be receiving the State 85.21 Transportation dollars as a lump sum in May or June.

Ms. Hickey moved and Ms. Miller seconded to approve the March 2011 Finance Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board members reviewed the restricted donations of \$75 for Home-Delivered Meals in memory of Marynelle Nadeau and \$50 for Program Operations in memory of Francis Warden.

Ms. Parrish moved and Ms. Miller seconded to approve the Restricted Donations. **MOTION CARRIED.**

A CLOSED SESSION MAY BE HELD PURSUANT TO WIS. STAT. S. 1985(1)(E) FOR DELIBERATING OR NEGOTIATING THE PURCHASE OF PUBLIC PROPERTY, THE INVESTING OF PUBLIC FUNDS OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION: Mr. Diedrick stated that there was no need for the report to be in closed session. Ms. Archambault explained to the newly appointed board members that we had been looking at purchasing the vacant building across the street from the ADRC for our Home Bound Meal Site as well as some additional office space. She updated board members by informing them that the seller has accepted our offer of \$325,000 for the

building and hopefully the final papers will be signed in the next week or two. She clarified that we also have dollars set aside for remodeling; however, we feel it would be advantageous to use the building as is for a period of time to get a better idea of what remodeling plan might work best for staff.

Mr. Diedrick added that the Board had agreed that Mr. Pamperin and he would work with the director in making the building purchase. They were kept informed and agreed to the offer that was made. Mr. Pamperin acknowledged Attorney Tom Olejniczak for assisting Ms. Archambault, Mr. Diedrick, and himself with this purchase.

APPROVAL TO CLOSE MEAL SITE: Ms. Archambault explained that our Nutrition Program has guidelines which state that 50% of the population at a housing site must be over age 60 to qualify as a meal site. Over time the situation has changed at Port Plaza Towers. Port Plaza has closed and has relocated its residents to two new sites. Neither of these sites meets the 50% senior resident requirement. Ms. Archambault referred board members to the *Request for Approval of Closing or Days of Service Change for Dining Centers Document* included in the board packet and asked for their approval. The form will then be forwarded on to the GWaar for their approval.

A motion was made by Ms. Van Donsel and seconded by Pat Hickey to approve the closing of the Port Plaza Meal Site. **MOTION CARRIED.**

LEGISLATIVE/BUDGET UPDATE:

Ms. Archambault reported on the following:

- There has been a ground swell of support for SeniorCare. It appears that the legislators may keep SeniorCare in its current state and remove the changes in the Governor's proposed budget. however, it is still important to continue advocacy for the SeniorCare program with Joint Finance.
- Effective July 1, 2011, the Wisconsin Department of Health Services (DHS) will implement a new transportation management system to coordinate non-emergency medical transportation (NEMT) services statewide. The DHS has contracted with LogistiCare Solutions, LLC, to provide NEMT management services for Medicaid and BadgerCare Plus members. Ms. Archambault will be attending a meeting next week and will have more information at that time.

NOMINATION COMMITTEE REPORT: Chairperson Parrish reported that the Nominations Committee had met and developed the following slate of nominees: Chairperson – Tom Diedrick; Vice-Chairperson – Keith Pamperin; Secretary – Libbie Miller; and Treasurer – Donajane Brasch.

ELECTION OF OFFICERS:

Chairperson Diedrick turned the meeting over to Nomination Committee Chairperson, Ms. Parrish, to conduct the election of officers.

- A. Ms. Parrish presented Mr. Diedrick as the nominee for the Chairperson and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Hickey seconded to cast a unanimous ballot to elect Mr. Diedrick as Chairperson. **MOTION CARRIED.**
- B. Ms. Parrish presented Mr. Pamperin as the nominee for the Vice-Chairperson and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Brasch seconded to cast a unanimous ballot to elect Mr. Pamperin as Vice-Chairperson. **MOTION CARRIED.**
- C. Ms. Parrish presented Ms. Miller as the nominee for the Secretary and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Van Donsel seconded to cast a unanimous ballot to elect Ms. Miller as Secretary. **MOTION CARRIED.**

- D. Ms. Parrish presented Ms. Brasch as the nominee for the Treasurer and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Van Donsel seconded to cast a unanimous ballot to elect Ms. Brasch as Treasurer. **MOTION CARRIED.**

FAMILY CARE UPDATE: Mr. Diedrick reported that the proposed state budget does not allow for the expansion of Family Care. No new counties will be able to implement Family Care and the current Family Care counties will need to start a waiting list. Brown County had been planning to implement Family Care in early 2012.

DIRECTOR'S REPORT: Ms. Archambault shared that yesterday Ms. Michaels, ADRC Prevention Coordinator, and she presented our grant request of \$220,000 to the Greater Green Bay Community Foundation to implement a medication management program. She explained that the ADRC has developed a pilot project in collaboration with Streus Pharmacy, NWTC, and the UW Pharmacy School. The project is to examine the effectiveness of having a person who is on 5 or more prescriptions and has fallen or is at risk of falling to meet one-on-one with a pharmacist to receive a thorough review of the medications. So far, the pharmacists have met with 12 seniors, many who are currently taking 10 to 12 drugs. If the pharmacists find any potential issues regarding the medications, a letter is sent to the person's physician for his/her review.

The pilot also includes working with NWTC's nursing program. Students first meet with the senior to complete an assessment and collect information about the medications the person is taking. This provides a learning opportunity for the nursing students as well as provides information the pharmacist needs for the individual counseling session.

The grant would allow for this project to expand. This includes recruiting additional pharmacists, establishing a physician review committee, and working with the UW Pharmacy School to develop a training manual and protocols for pharmacists to implement the program statewide. There is also a program evaluation component. Dave Mott, Associate Professor with the School of Pharmacy at Sonderegger Research Center, UW Madison, has also applied for an ICTR (Clinical and Translation Research) Grant which would also help with the development of this.

Mr. Archambault also recognized Ms. Michaels for her outstanding work with these programs.

ORIENTATION/HISTORY: Board Orientation Manuals were distributed. Ms. Archambault reviewed the Table of Contents adding that each section would be discussed in more detail at board meetings over the next few months. Mr. Diedrick presented an overview of the history of the Independent Living Network and Ms. Archambault an overview of the Aging Network.

Ms. Archambault asked that the board provide feedback on the contents and on the orientation process as the training unfolds.

ANNOUNCEMENTS: The following announcements were made:

- Ms. Finder-Stone announced that Ms. Brasch received the "Outstanding Volunteer" Award at Wisconsin Public Service's Volunteer Awards Program.
- Ms. Archambault recognized Ms. Christianson for receiving the "Dreamers and Doers Award" presented by the American Association of university Women-Green Bay Branch.

The Board and those present extended their congratulations to both Ms. Brasch and Ms. Christianson.

- Ms. Archambault informed board members that we are in need of purchasing new accounting software. The county has invested in a new system and it makes sense that we purchase the same software. This would make the budget and reporting requirements more efficient for us and the county. Another benefit of this software is that the county would be able to provide us

with technical support. The estimated cost for this software and full implementation would be \$42,750, with an ongoing yearly maintenance cost of \$5,400. Ms. Archambault noted that we have the funds to purchase the software and she wanted to get a sense of the board as to whether they would support such a purchase. All indications were that it was the consensus of the board to support this purchase.

NEXT MEETING DATE – MAY 26, 2011: The next meeting is scheduled for May 26, 2011 at N.E.W. Curative.

ADJOURN: Ms. Van Donsel moved to adjourn and Ms. Finder-Stone seconded. **MOTION CARRIED.** The meeting adjourned at 11:33 a.m.

Respectfully submitted,

Arlene Westphal, Secretary